



CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

DEPARTMENT FOR SOCIAL INSURANCE
"An Equal Opportunity Employer M/F/H"

KASES Network Memo No. 1

TO: Staff, Division of Child Support Enforcement

FROM: Maxine Stricker, Director
Division of Child Support Enforcement

DATE: February 6, 1992

SUBJECT: Establishing an Absent Parent Fees Subaccount on the
Kentucky Automated Support and Enforcement System
(KASES)

When blood testing has been completed on a paternity case, the adjudged father may be ordered to reimburse the Cabinet for Human Resources. If a judgment for the cost of blood testing is entered, an extension is created on KASES which establishes an Absent Parent Fees (APFEA) subaccount at the case level.

When a payment for the blood testing is received, the area office posting clerk posts the payment to the system, places a hold on the transaction to keep the payment from being distributed, and enters the reason code for the hold. Hold reason codes are provided by on-line help by entering a question mark in the hold reason field.

After the payment has been posted, the posting clerk sends a Priority I mail message to Lois Raymer in the Distribution Section in Accounting requesting that an adjustment be completed to distribute the payment to the Absent Parent Fees Subaccount. The message should include the batch number, item number, and amount of the payment. Ms. Raymer's worker number is 300x037.

When a hold is placed on a transaction, the system automatically generates an event record. The posting clerk should select that event from the Case Event Maintenance option, access the Notes Process option, and enter the reason the hold was placed on the transaction. The posting clerk should also note that a request to complete an adjustment to distribute the payment to the APFEA subaccount has been sent to accounting.

Option 09, List Case Account History, from the Financial Management Menu can be accessed by the posting clerk to see when the adjustment has been completed. Notes, entered by the accountant explaining why the adjustment has been done, can also be accessed by the posting clerk from the List Case Account History.

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This Network Memo is to be cross-referenced with Manual Section 23.000, Posting Section (23.240 HLA Blood Testing Fee Reimbursements).

Retention: Until Superseded

Inquiries: Supervisors